

RURAL IMPROVEMENT FOR SCHOOLING AND EMPLOYMENT (R.I.S.E.) PROGRAM SPECIALIST

JOB DESCRIPTION

The R.I.S.E. Program Specialist, serving under close supervision of the Chief Probation Officer, will work to reduce recidivism through improving education and employment opportunities for probationers. This grant-funded position performs a variety of duties ranging from assisting probationers in obtaining employment and education, facilitating educational groups, linking probationers with jobs, educational/training opportunities, and the development of community contacts and resources for jobs and training.

EXAMPLES OF WORK PERFORMED

Facilitate regular employment and education specific groups for probationers as outlined in the provided curriculum.

Network with local colleges, schools, and employers in order to explore employment and educational opportunities for probationers.

Provide and regularly update education and employment opportunity resource manual.

Screen eligible probationers who are referred to the R.I.S.E. program.

Track probationer achievement throughout and after program completion.

Maintain and update program statistics.

Complete training and orientation as directed.

DESIRABLE KNOWLEDGE ABILITIES AND SKILLS

Knowledge of individual and group behavior.

Ability to motivate probationers toward self-improvement.

Demonstrate knowledge and experience in working with people.

Ability to communicate effectively both orally and in writing.

Ability to organize and utilize time properly.

Knowledge and practical experience with job readiness and post secondary education.

Exhibit positive communication skills and attitude.

Available to work weekend and evening hours.

DESIREABLE EDUCATION AND EXPERIENCE

Graduated from an accredited high school or have obtained a GED.

Must have completed 63 hours of college course work from an accredited college in social sciences, criminal justice, or related fields, which can be substituted with related work experience.

Bachelor's degree in social sciences, criminal justice, or related fields preferred.

PROGRAM REQUIREMENTS

Members will be required to work 20 hours per week for half-time members or 40 hours per week for full-time members for the length of their service year (September 1 – August 31).

Members will be required to travel to three meetings and trainings across the state, and will be reimbursed for mileage and other related expenses.

Members must have a valid Nebraska driver's license, their own vehicle, and be self insured.